

The Mission of Japan to the EU wishes to recruit a trilingual (Japanese, French, English) **administrative assistant** who could work from August to September 2015.
35 hours / week (Full time)

Responsibilities: Administrative and accounting tasks

Requirements: Work permit for non-EU citizens, PC skills (MS Office and Internet)

Please send a CV and an application letter in English or Japanese by e-mail to recruit@eu.mofa.go.jp.